



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LEGAL SUPPORT ASSISTANT I

Class No. 002782

LEGAL SUPPORT ASSISTANT II

Class No. 002783

LEGAL SUPPORT ASSISTANT III

Class No. 002784

■ CLASSIFICATION PURPOSE

To perform legal clerical work preparing, reviewing and processing a wide variety of legal documents, records, and correspondence according to prescribed laws and regulations; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Legal Support Assistant series is a specialized clerical class responsible for reviewing, recording and filing a wide variety of legal documents pertaining to civil and criminal matters, as well as maintaining daily communication with law enforcement and officers of the court.

Legal Support Assistant I:

This is the entry-level class of the series. Under immediate supervision, incumbents prepare, review, and process a wide variety of legal documents and provide information to law enforcement officers, attorneys, and the public relating to legal records and existing or potential legal claims or complaint matters in conformance with prescribed laws and regulations. As incumbents learn the work, they are expected to work with greater independence on various legal documents within office and court time frames.

Legal Support Assistant II:

This is the journey level class of the series. Under general supervision, incumbents perform the more responsible and difficult preparation, review, and processing of legal documents, records, and reports. Legal Support Assistant II's are expected to work independently, and require only routine review of work products. Incumbents are expected to meet all routine office and court deadlines.

Legal Support Assistant III:

This is the lead level class of the series. Under general supervision, incumbents handle the most complex legal clerical work and provide technical guidance and training to subordinate legal clerical staff. This class differs from the next higher class, Legal Support Supervisor I, in that the latter is the first-line supervisor responsible for directing the legal clerical activities of one or more functional units.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

The following apply to all classes:

1. Reviews a wide variety of legal documents pertaining to civil and criminal matters to determine accuracy, completeness and conformance with legal requirements for recording, reporting, and filing.
2. Prepares, processes, files, and distributes legal documents.
3. Assists officers of the courts in the preparation and scheduling of appearances and hearings.
4. Deals with court officials, officers of the court, complainants or their representatives, and the public regarding questions that deal with claims, civil judgments, and the status of petitions, indictments, or other legal matters.
5. Maintains legal records, including the use of computerized record keeping systems.

6. Handles requests for legal information and determines appropriateness of its release.
7. Prepares correspondence.
8. Maintains daily activity logs.
9. Determines requisite fees relating to legal document filings and requests.
10. Interprets legal procedures.
11. Assists supervisor in the development of written procedures.
12. Assists supervisor in collection statistics.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Legal Support Assistant III

Essential Functions:

All the functions listed above and

1. Provides technical guidance and training to legal clerical staff pertaining to the preparation and processing of legal documents.
2. Performs the more complex document preparation and processing.
3. Conducts meetings with staff.
4. Conducts special projects.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Legal terminology and legal clerical procedures pertaining to the preparation and processing of legal documents related to civil and criminal matters.
- General clerical office practice and procedures.
- English usage of a business and legal nature.
- The operation and uses of general office equipment including personal computers, word processing systems, typewriters, copiers and calculators.
- Statistical and fiscal record keeping principles and applications.
- Computerized data and record keeping systems.
- County organization, policy and procedures.
- County customer service objectives and strategies.

Legal Support Assistant II (in addition to the above):

- Principles of preparing and presenting training materials.

Skills and Abilities to:

The following apply to all classes:

- Review legal documents and records for accuracy, completeness and conformance with prescribed legal requirements.
- Effectively communicate in oral and written forms.
- Maintain proper filing system.
- Interpret legal documents.
- Prepare a variety of reports and records.
- Complete assignments with a high degree of accuracy within prescribed laws and regulations.
- Use tact and courtesy in dealing with coworkers, attorneys, law enforcement officers and the general public.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Legal Support Assistant III (in addition to the above):

- Provide technical guidance and training to legal clerical staff.
- Interpret and explain complex regulations, policies and procedures.

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Legal Support Assistant I:

1. One (1) year of full time general clerical or secretarial work experience, six (6) months of which must have involved performing legal clerical duties pertaining to the processing of legal documents to include reviewing documents for accuracy, completeness and conformance with prescribed legal requirements, OR
2. Completion of a legal administrative assistant, legal secretarial or paralegal program from a recognized community or business college.

Legal Support Assistant II:

Two (2) years of legal clerical or secretarial experience, at a level equivalent to a Legal Support Assistant I, processing legal documents and records relating to civil or criminal matters to include reviewing documents for accuracy, completeness and conformance with prescribed legal requirements.

Legal Support Assistant III:

One (1) year of experience performing a variety of legal clerical work at the level of Legal Support Assistant II.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting and repetitive use of hands, including simple grasping and fine manipulation. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, kneeling, power grasping, pushing and pulling, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL, unaltered typing certificate (no photocopies) for at least 30 WPM with a maximum of 5 errors must be attached to the application and will be required before candidates are scheduled to compete in the selection process. The typing test must be for at least five minutes with two (2) gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Incumbents work in an office environment, and are exposed to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in the Legal Support Assistant I and Legal Support Assistant II classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Incumbents appointed to permanent positions in the Legal Support Assistant III class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 3, 1997
Revised: May 17, 2000
Revised: March 8, 2001
Revised: September 20, 2001
Reviewed: Spring 2003
Revised: November 25, 2003
Revised: June 15, 2004
Revised: November 16, 2004

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